



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure No.: MSP 5.5.100	Subject: <b>FOOD SALES &amp; INMATE FOOD HANDOUTS</b>		
Reference: MSP 1.1.3, Organization and Responsibility			Page 1 of 3
Effective Date: January 1, 1999		Revised: (new effective date)September 30, 2013	
Signature / Title: /s/ Leroy Kirkegard / Warden			

**I. PURPOSE**

To establish procedures for authorized inmate food sales and inmate IWF food handouts. In accordance with *MSP 1.2.12, Inmate Welfare*, revenue generated from food sales must be deposited in the Inmate Welfare Account.

**II. DEFINITIONS**

Fiscal Year - is 365 days starting July 1<sup>st</sup> and ending June 30<sup>th</sup>.

**III. PROCEDURES**

**A. Food Sales**

1. General requirements:
  - a. The price of the sale item will include a two dollar markup. Revenue generated from the markup will be deposited in the Inmate Welfare Account.
  - b. There will only be four food sales per fiscal year for approved inmates. Administrative Segregation inmates at level 2 and RAS inmates at Level D of the earned privilege program are allowed to participate, but all other inmates housed in Administrative Segregation, RAS, Pre-Hearing Confinement, and Detention and will not participate.
  - c. The food sales will be scheduled as follows:
    - 1) One in January
    - 2) One in April
    - 3) One in August
    - 4) One in October
  - d. Authorized sale items
    - 1) The January and August sale item will be two single serving microwavable combination pizzas.( Units without Micro-Wave access for involved inmates don't do the Pizza sale.)
    - 2) The April and October sale item will be a single twelve inch submarine sandwich.
  - e. The MSP Administration may disapprove, cancel, or postpone a food sale if staff and/or inmates do not follow the correct procedures. They may also adjust the number of annual sales, which locations get to participate, or the quantities/size/makeup of the sale items based on inmate behavior or incidents.
  - f. A sale must be fully approved and signed off on prior to processing any request for funds from the Inmate Welfare Fund.

Procedure No.: MSP 5.5.100	Subject: <b>FOOD SALES &amp; INMATE FOOD HANDOUTS</b>
Effective Date: August 8, 2012	Page 2 of 3

2. Sale procedures:
  - a. Bulletins listing the price of the sale item and the ordering cut-off date for submitting an order will be prepared and signed off by the Associate Warden of Security at least 30 days prior to the scheduled sale.
  - b. Housing unit staff will post and distribute the postings in the housing units.
  - c. Each eligible inmate wishing to order the food sale item must fill out a money transfer and forward it to the Unit Manager or designee prior to the ordering cut-off date noted on the posting. The Unit Manager or designee will not process money transfers for more than one item. They will be returned to the inmates.
  - d. The Unit Manager or designee will:
    - 1) Identify the inmates from their unit who are eligible to participate in the sale.
    - 2) Collect and approve the money transfers from the eligible inmates, ensuring all authorized inmate money transfers have been filled out correctly.
    - 3) Prepare a list of the approved inmates and forward the list and the corresponding money transfers to a designated Administrative Assistant at least three weeks prior to the delivery date.
  - e. The designated Administrative Assistant will forward the money transfers to Accounting staff.
  - f. Accounting staff will process the money transfers and get them back to the Administrative Assistant who will adjust the unit lists.
  - g. The Administrative Assistant will forward a complete list of orders to the Warehouse who will arrange for a vendor to fill the entire order.
  - h. On the delivery date the vendor will deliver the sale items to the Rear Guard Station. Absolutely no sale items will be allowed to enter the institution until all of the above criteria are met.
  - i. Command Post staff will ensure:
    - 1) Correctional Officers are scheduled to provide the security (searches/shakedowns) for each sale.
    - 2) Delivery vehicles/equipment are available for the Correctional Officers on the delivery day.
  - j. The assigned Correctional Officers will pick up the sale items at the Rear Guard Station and deliver them to the respective housing units.
  - k. The Unit Manager or designee will ensure unit staff are designated to take delivery and hand out the sale items to the inmates within the housing unit.
  - l. Accounting and Procurement staff will arrange for payment to the vendor.

**B. IWF Food Handouts**

1. General
  - a. There will be two authorized IWF food handouts per year contingent on available funding from the IWF as outlined in *MSP 1.2.12, Inmate Welfare*. These will occur in June and December.
  - b. Inmates housed in Pre-Hearing Confinement, and Detention will not receive handouts.
  - c. Handouts may be disapproved, canceled or postponed by the MSP Administration if staff and/or inmates do not follow the proper procedures.

Procedure No.: MSP 5.5.100	Subject: <b>FOOD SALES &amp; INMATE FOOD HANDOUTS</b>
Effective Date: August 8, 2012	Page 3 of 3

- d. Authorized handouts
    - 1) The June handout will be a single slice of pie and one pint of ice cream, as determined by the administration.
    - 2) The December handout will be two sleeves of crackers and a combination of meat and cheese not to exceed 24 ounces total, as determined by the administration.
  - e. If funding from the IWF is approved (as outlined in *MSP 1.2.12, Inmate Welfare*), the Associate Warden of Housing will ensure procurement staff from the MSP Warehouse place an order for the items. A limited solicitation bid will be done if the order has a grand total of \$5,000 or more.
- 2. Handout process:
  - a. At least 60 days before the handout is to occur, the IWF representatives need to fill out an IWF expenditure form and Purchase Order Request form and forward them to the Administrative Assistant assigned to the office of the Associate Warden of Security.
  - b. The Administrative Assistant assigned to the office of the Associate Warden of Security will:
    - 1) Complete a Special Event/Activity Authorization form and get the required signatures.
    - 2) Notify Warehouse staff of the handout details.
    - 3) Contact all applicable departments regarding any special equipment needed for the handout.
    - 4) Call Warehouse staff and verify the delivery date, time, and place.
  - c. Command Post staff will ensure Correctional Officers are scheduled to provide the security (searches/shakedowns) for each handout, and that delivery vehicles/equipment are available for the officers on the delivery day.
  - d. On the day of the handout the Correctional Officer(s) assigned by the Shift Commander will:
    - 1) Meet the vendor at the delivery point/location.
    - 2) Load the vehicles and/or trailers and go to each housing unit and meet with the Unit Sergeant (or designee) of each unit. The Unit Sergeant (or designee) will conduct a count to ensure the correct number of items are present to provide the handout items to each inmate in the unit, and sign a delivery receipt for the items, which will be given to the assigned Correctional Officer.
    - 3) Forward the delivery receipts to the Administrative Assistant assigned to the office of Associate Warden of Security.
    - 4) Return vehicles and equipment to their respective areas.

#### IV. CLOSING

Questions concerning this operational procedure will be referred to the Associate Warden of Security.

#### V. ATTACHMENTS

none